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Class Specifications
for the Class:

PARKING & SECURITY SUPERVISOR

Distinguishing Characteristics:

This class involves immediate overall responsibility for parking control including supervising the enforcement of State parking lot rules and regulations and the repair and maintenance of parking meters, handling complaints, serving as liaison with other agencies, overseeing the collection and deposit of monies from parking meters, and recommending changes in rules, regulations and operating procedures.

Examples of Duties: *(Positions may not be assigned all of the duties listed, nor do the examples necessarily include all of the duties that may be assigned. This does not preclude the assignment of duties which are not listed.)*

Schedules, assigns, reviews and evaluates the work of subordinates; interprets and disseminates information concerning policies, procedures, rules and regulations; provides on-the-job training; maintains a current list of parking space assignments, and informs subordinates of changes in space assignments; investigates and reports or reviews reports of accidents occurring in parking lots; reviews all citations and warnings issued, and submits recommendations to the supervisor on these matters; coordinates records of citations with Traffic Violations Bureau; oversees the replacement of defective or inoperative meters; enforces parking rules and regulations; maintains records of parking meter repairs and collections, citations and warnings, periodic and other reports; inspects parking areas and requests repairs and maintenance; reviews, resolves or refers complaints received from State employees and the public; observes the adequacy of policies, rules and regulations, operating procedures, parking lot layouts and markings, and recommends changes to reduce hazards and/or increase the number of spaces available; recommends shifting of space assignments as required by changing conditions; arranges for adequate staffing and parking spaces for special occasions; may supervise temporary or part-time personnel assigned to the branch; provides liaison with the police department and other government agencies as directed; participates in pre-trial conferences and presents evidence in court; oversees the collection and deposit of monies from parking meters; and arranges for towing of illegally parked vehicles.

Full Performance Knowledge and Abilities: *(Knowledge and abilities required for full performance in this class.)*

Knowledge of: Principles and practices of supervision; rules and regulations governing government parking lots and vehicle parking on other government property; county traffic codes relative to parking; office practices and procedures; methods, tools, equipment and materials used in repairing manual and automatic parking meters; and recordkeeping and report writing.

Ability to: Supervise the work of others; interpret, apply and enforce parking regulations; recommend changes in rules and regulations; review and recommend changes in operating procedures; observe traffic flow in lots and adjacent streets and make sound and practical recommendations; and deal tactfully with State employees and the public.

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This is an amendment to the specification for class PARKING CONTROL SUPERVISOR which was approved on December 28, 1971.

(Updated on 9/5/02 to reflect a change in title from Parking Control Supervisor to PARKING & SECURITY SUPERVISOR, effective 7/11/01.)

DATE APPROVED: 2/14/00

MIKE McCARTNEY
Director of Human Resources Development